
U. S. Department of Energy

Federal Technical Capability Program FY 2003 Annual Plan



Washington, D.C. 20585

September 2002

FTCP FY 2003 Annual Action Plan

INTRODUCTION

The U.S. Department of Energy's Federal Technical Capability Program (FTCP) provides management direction to assist the Federal workforce in maintaining necessary technical competencies to safely operate its defense nuclear facilities. The Federal Technical Capability Panel (Panel) consists of senior technical safety managers representing nuclear facilities, and reports to the Deputy Secretary for workforce safety technical capabilities' matters. The Panel will continue to pursue progress in the following areas:

1. Continued development of senior management commitment and support for the technical intern programs.
2. Continued reinforcement of the use of critical technical capability staffing plans for identifying and meeting organizational needs.
3. Continued development of senior management ownership and involvement for the Technical Qualification Program (TQP) and identification of Subject Matter Experts (SME).
4. Continued investigation of innovations to expand the inflow of entry-level technical personnel.
5. Continued FTCP monitoring and action for improvement of the Federal technical workforce.

CANCELLATION

This Annual Action Plan cancels the FTCP Fiscal Year (FY) 2002 Annual Plan. All ongoing needs of that plan are included in the FY 2003 Annual Plan. FTCP progress will be tracked and reported based on the FY 2003 Action Items; no additional reports will be made on the FY 2002 Annual Plan.

REVISION

This FTCP FY 2003 Annual Plan is intended to be a dynamic, living document for use in improving the technical capabilities of our workforce. Revisions will be developed and implemented as needed by the FTCP for content, schedule, and scope.


Roy J. Schepens
Chairman
Federal Technical Capability Panel

FY 2003 ANNUAL ACTION PLAN

This Plan provides the Federal Technical Capability Program Panel's goals and action items for continuing Programs implemented to improve the Federal technical workforce. The FTCP Chairman and Vice-Chairman will monitor the progress, reporting and completion of these action items, with the assistance of the FTCP Executive Secretary for administrative tracking and support.

1.0 CONTINUE TO PROMOTE AND MONITOR THE DOE INTERN PROGRAMS (TLDP*, TIP*, AND CIP) FOR TECHNICAL POSITIONS. (Panel Champions – FTCP Executive Secretary and the Richland Operations Office Agent, Mr. Lloyd Piper).

* The Career Intern Program (CIP) replaces the Technical Leadership and Development Program (TLDP) and Technical Intern Program (TIP). The current TLDP and TIP interns are scheduled to graduate at the end of FY 2003.

Action 1.1 The Panel will continue to promote and monitor the status of technical participants in the DOE intern programs. The Panel will make improvement recommendations, as appropriate.

Lead Responsibility: The FTCP Executive Secretary, with assistance of the Richland Operations Office Agent.

Action for Closure: The FTCP will continue to report the performance indicators in FY 2003, to help monitor the status of the programs. The performance indicators are due semi-annually in May and November. These performance indicators will include those that are already being tracked, such as, the number of interns at each site, and the percentages of TQP qualifications.

Agents will provide their respective site inputs to the FTCP Executive Secretary. The Intern Program performance indicators will be incorporated into the Department-wide Performance Indicator Report for dissemination to applicable Field Elements and DOE-Headquarters program offices, with a copy to the Deputy Secretary.

Completion Goal: Semi-annually.

**2.0 DEVELOP AND IMPLEMENT INTEGRATED TECHNICAL CAPABILITY
WORKFORCE PLANS AT CLOSURE SITES. (Panel Champion – Mr. Nat Brown)**

The DOE Office of Environmental Management (EM) will continue the effort to address the retention of technical capabilities at closure sites. The Panel will monitor the capability of EM's effort for closure site technical capability workforce related activities.

Action 2.1 The Panel will identify positions with critical technical capabilities at closure sites (Rocky Flats and Ohio) where personnel may become available to the rest of DOE.

Lead Responsibility: Ohio (Lead) and Rocky Flats Agents.

Action for Closure: The FTCP will utilize the performance indicators to monitor the progress in this area. The Closure Site performance indicators will be incorporated into the Department-wide Performance Indicator Report for dissemination to applicable Field Elements and DOE Headquarters program offices, with a copy to the Deputy Secretary. The performance indicators are due for the previous calendar quarter in February, May, August, and November.

Completion Goal: Quarterly.

**3.0 REINFORCE THE NECESSITY OF USING THE ANNUAL WORKFORCE
ANALYSES AND STAFFING PLANS AS A BASIS FOR MEETING THE NEEDS OF
THE ORGANIZATION. (Panel Champions – FTCP Vice-Chairman, Mr. Robert Poe and
Mr. Steve Tower)**

Annual workforce analyses and resultant staffing plans should be the primary mechanisms for addressing recruitment, development, and retention issues of the Department and the FTCP. The Panel will monitor the development of DOE-Headquarters and Field Offices' workforce analyses and will recommend opportunities to address existing and projected shortages by the use of various recruitment and retention administrative flexibilities.

Action 3.1 FTCP Agents will analyze the Workforce Analysis developed for their organizations, and will recommend actions to address the shortfalls of technical positions.

Lead Responsibility: FTCP Vice-Chairman, with assistance of FTCP Agents and Executive Secretary.

Action for Closure: The FTCP Vice Chairman will develop a draft report with recommendations for improvements based on Panel input from staffing analyses and critical technical position shortfalls.

Completion Goal: January 2003.

4.0 CONTINUE TO PROMOTE SENIOR MANAGEMENT OWNERSHIP AND INVOLVEMENT, AND IMPROVEMENTS IN THE TECHNICAL QUALIFICATION PROGRAM (TQP). (Panel Champion – FTCP Chairman, Mr. Roy Schepens)

Senior managers bear responsibility for the rigor, discipline, and realistic schedules of their sites' TQP programs. The FTCP will monitor and assist in improvement of the TQP.

Action 4.1 Review and update the functional area qualification standards and incorporate them into the Technical Standards Program. As part of this effort, review, update, or add competency requirements, if needed, to cover safety system oversight roles for each functional area.

Lead Responsibility: The FTCP Executive Secretary, with the assistance and support of the FTCP Agents for their respective offices.

Action for Closure: The FTCP Executive Secretary will continue to closely monitor the schedule for the completion of the updates and development of functional qualification standards to be promulgated as DOE Technical Standards.

Completion Goal: December 31, 2003.

Action 4.2 Review the Project Management Career Development Program (PMCDP) to assess its alignment to the Technical Qualification Program's (TQP) Project Management (PM) Functional Area Qualification Standard (FAQS).

Lead Responsibility: The Nevada Field Office Agent with the assistance of the Savannah River Site Agent and the FTCP Vice Chairman.

Action for Closure: Provide the Panel recommendations complete with a plan on how to optimize the benefit of the TQP PM FAQS given the existence of the PMCDP.

Completion Goal: March 31, 2003.

5.0 IDENTIFY, DEVELOP, AND IMPLEMENT IMPROVEMENTS IN FTCP ADMINISTRATION, OPERATIONS, AND PRACTICES. (Panel Champion – FTCP Chairman, Mr. Roy Schepens and Executive Secretary, Mr. Craig West)

The Panel will continue to identify, develop, and implement improvements in FTCP administration, operations, and practices consistent with human resources and management objectives to improve the workforce technical capability.

Action 5.1 Consistent with the Department's directives system review process, the FTCP Manual 426.1-1 (dated 6-5-00) will be updated as appropriate.

Lead Responsibility: The FTCP Chairman and Executive Secretary will oversee the revision with input from the FTCP Agents.

Action for Closure: A draft revision to M 426.1-1 will be prepared and routed for review and comment within the directives system. Comments will be resolved and a final revised Manual will be approved.

Completion Goal: December 31, 2002; in the DOE Directives System for Review and Comment.

Action 5.2 The FTCP will continue to monitor and report performance indicators to monitor the progress of qualifications and reducing the critical technical skill gaps for those Offices that are in need of additional safety system expertise. They will be refined as needed.

Lead Responsibility: The FTCP Chairman and DNFSB Representative Office Agent will continue to report performance indicator data from the FTCP Agents.

Action for Closure: The performance indicators are due for the past calendar quarter in February, May, August, and November. The critical technical skill gaps performance indicators will continue to be incorporated into the Department-wide Performance Indicator report for dissemination to applicable field elements and DOE-Headquarters program offices, with a copy to the Deputy Secretary.

Completion Goal: Quarterly.

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Action 5.3 The Federal Technical Capabilities Panel Agents will continue to track the staff level personnel identified in FY 2002 responsible for oversight of contractor safety systems in priority facilities.

Lead Responsibility: Under the leadership of the FTCP Chairman and Vice-Chairman, the FTCP Agents are responsible for their Sites.

Action for Closure: The FTCP Agents will continue to track staff level personnel responsible for oversight of safety systems. Each site retains the flexibility to use their own process to appropriately identify the personnel responsible for safety system oversight.

Completion Goal: January 2003, and periodically thereafter.

Action 5.4 Evaluate the need for a Subject Matter Expert (SME) qualification program.

Lead Responsibility: Under the leadership of the FTCP Chairman and Vice-Chairman, the FTCP Executive Secretary, and the FTCP Agents.

Action for Closure: The FTCP will review the need for a SME qualification program based on field input and issue identification. A decision paper will be drafted documenting results.

Completion Goal: September 2003.